Supply Team | Monday Night

Supply Team: Two or more Election Officials.

Arrange the Polling Location

Review the Location Setup Diagram with the VLM.



The Polling Location must be set up exactly as it is depicted on the Location Setup Diagram. Rovers will be provided a copy of each Location Setup Diagram prior to the Monday Night Organizational Meeting. They will be visiting the Polling Locations to ensure they are set up correctly.

Set up the Voter Check-In Table(s), Ballot Table(s), AutoMARK Table, and Voter Assistance Table as shown on the diagram.

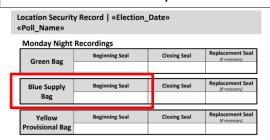
Remove the voting booths from the Transport Cart and assemble in the designated area shown on the diagram.

Inventory the Blue Location Supply Bag

Retrieve the Location Security Record from the GREEN Update Folder in the GREEN Supply Bag.

Retrieve the **BLUE** Location Supply Bag from the Scanner Team. (located in one of the DS200 compartments)

Record the Beginning Seal numbers from the plastic seal located on the **BLUE** Location Supply Bag in the <u>Blue Supply Bag</u> section of the Location Security Record.









Break the side seal and open the **BLUE** Location Supply Bag.

Open the **BLUE** Location Supply Bag and use the Location Supply Bag Checklist to inventory all items.

Hang Location Signs, Maps, Sample Ballots and Issue Signs

Remove the Sign Kit Folder from the **BLUE** Location Supply Bag. Post all signs throughout the Polling Location.

Remove the **BROWN** Expandable Folder from the **BLUE** Location Supply Bag and retrieve the following items from inside:

- Remove the Map and hang it on the wall near the Polling Location entrance.
- Remove the Sample Ballots and hang them on the wall.
- Remove the Issue Sign(s) (if applicable) and hang on the wall.
- Remove the Write-in Candidate List (if applicable) and place on the Check-in Table(s).

Disseminate Loose Items

Remove the remaining items listed below from the **BLUE** Location Supply Bag.

Arrange the following items on your Voter Check-In Table(s):

- Red Secrecy Folders
- 17-Year-Old Stamp (Primary Election Only)
- Primary Election Folder (Primary Election Only)

Arrange the following items near the DS200 Scanners for the Scanner Official on Election Day:

- Voting Stickers
- Voter Surveys (Countywide Election Only)
- Recruitment Postcards (Countywide Election Only)

Inventory the Yellow Provisional Bag

Record the Beginning Seal serial numbers from the plastic seal located on the **YELLOW** Provisional Bag in the <u>Yellow</u> Provisional Bag section of the Location Security Record.





Break the seal and open the YELLOW Provisional Bag. Inventory the items in the bag and arrange them on the Voter Assistance Table. The YELLOW Provisional Bag will include:

- Clear Provisional Precinct Pouches (1/precinct)
- Completed Forms Envelope (Light Green)
- Notice of Name Change (Form 10-L)
- Provisional Ballot Notice (Form 12-H)
- Provisional Voter Precinct Verification (Form 12-D)
- Provisional Envelope Verification Overlay

- Religious Objection Affidavit (Form 12-0)
- QRG Processing a Provisional Voter
- VAT Sign & Stand
- VAT Log & Pink Memo Sheets
- Voter Registration Forms

Seal the Bags

Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled "Monday Night Closing Seal" under the <u>Blue Supply Bag</u> section of the Location Security Record. Close and seal the <u>BLUE</u> Location Supply Bag.

Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled "Monday Night Closing Seal" under the <u>Yellow Provisional Bag</u> section of the Location Security Record. Close and seal the <u>YELLOW</u> Provisional Bag

BALLOT AND SUPPLY TEAMS | TUESDAY CLOSING

Before leaving the Polling Location, all Election Officials must verify that all items are packed in the correct bags. Use the **Post-Election Pack-Up List and the labels on each item** to assist in completing this process.

VAT Team

Count the number of **VOTED** Provisional Envelopes inside each Clear Provisional Precinct Pouch and record the total in the space designated on the label of each pouch.

Provide the EPB Team with the totals from each Clear Provisional Precinct Pouch to enter during the Ballot Accounting process on the EPB.

When the EPB Team has completed Ballot Accounting, take the Clear Provisional Precinct Pouches and place them in the YELLOW Provisional Bag.

Place any Registration Cards/Forms used on Election Day in the Completed Forms Envelope and seal. Place the Completed Forms Envelope in the YELLOW Provisional Bag.

Place the remainder of the VAT items in the YELLOW Provisional Bag:

- Unused Provisional Envelopes
- Unused/blank forms
- Provisional Envelope Verification Overlays

- QRG Processing a Provisional Voter
- VAT Sign & Stand
- VAT Log & Pink Memo Sheets

Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled "Tuesday Night Closing Seal" under the <u>Yellow Provisional Bag</u> section of the Location Security Record.

Close and seal the YELLOW Provisional Bag.

Ballot Team

Locate the Soiled/Voided Ballot Envelope from your Polling Location and verify that "VOID" is written on each ballot sheet inside the envelope, then provide to the EPB team for the Ballot Accounting process.

Retrieve any **VOTED** 17-Year Old Ballot Envelopes from the **RED** Ballot Box and give them to the EPB team for the Ballot Accounting process.

Retrieve any **VOTED** Curbside Envelopes from the **RED** Ballot Box and give them to the EPB team for the Ballot Accounting process.

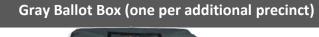
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Once the EPB Team has entered the totals from these ballot categories into the EPB Ballot Accounting Screen, the envelopes will be returned to you. Pack these envelopes in the RED Ballot Box.

Remove any remaining **UNUSED** ballots or envelopes from the **RED** Ballot Box and place in any **GRAY** Ballot Box.

Ensure the voted ballots from **ALL** DS200 Ballot Compartments are placed in the **RED** Ballot Box.

Red Ballot Box (Alpha Precinct) with Memory Stick Bag Attached







- All voted Ballots from all DS200 Ballot Compartments
- All voted Curbside Envelopes
- All voted 17-Year-Old Envelopes (Primary Election Only)
- Memory Sticks from all DS200s in Memory Stick Bag (do not detach Memory Stick Bag)
- All unvoted Ballots/Ballot Packs from all precincts
- Soiled/Voided Envelope
- Blue EPB & Ballot Scanner Reports Envelope
- Authority to Vote Slip Envelope
- All unused envelopes
- All Security Records
- Precinct Voter Check-off List(s)
- Stub A Envelopes

Retrieve plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled "Tuesday Night Closing Seal" under the Red Ballot Box section of the Ballot Security Record.

Retrieve plastic seals from the Clear Plastic Envelope and record the serial numbers in the box labeled "Tuesday Night Closing Seal" under the <u>Gray Ballot Box</u> section of the Ballot Security Record for each **GRAY** Ballot Box.

Close and seal the **RED** Ballot Box and the **GRAY** Ballot Box(es).

Miscellaneous Supplies

Remove all posted signs and flags and pack inside the **BLUE** Location Supply Bag.

Take down all Voting Booths & place on the Transport Cart.

Place the **GREEN** Supply Bag and all other location supplies inside the **BLUE** Location Supply Bag.

Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled "Tuesday Night Closing Seal" under the Blue Supply Bag section of the Location Security Record.

Close and seal the **BLUE** Location Supply Bag.